



AMERICAN SOCIETY OF CRIME LABORATORY DIRECTORS LABORATORY ACCREDITATION BOARD

September 29, 2010

William Gibbens, Forensic Services Manager
Austin Police Department
Forensic Science Division
PO Box 689001
Austin, Texas 78768

Dear Manager Gibbens:

On September 11, 2010, the ASCLD/LAB Board of Directors considered the application for accreditation from the Austin Police Department Forensic Science Division. Based on the documentation provided and in accordance with the recommendation of staff inspector Rodney Andrus, the Board was satisfied that your laboratory meets or exceeds the standards for accreditation as set forth by the 2008 version of the ASCLD/LAB Accreditation Manual. An electronic copy of the final inspection report is being provided to you.

It is my pleasure to advise you that the Austin Police Department Forensic Science Division was accredited in the disciplines of controlled substances, toxicology (blood alcohol only), biology, firearms/toolmarks, latent prints and crime scene. The accreditation is for a period of five (5) years beginning at the expiration of the previous accreditation.

Accreditation is granted only after a thorough evaluation of a laboratory's management practices, personnel qualifications, technical procedures, quality assurance program and facilities. Accreditation is the result of extensive commitment of resources and much preparation by the management and personnel in your laboratory.

As an accredited laboratory, you are expected to maintain the high standards which were required to achieve accreditation. As additional guidance to maintaining conformance with accreditation standards, we are providing you a copy of the Obligations of ASCLD/LAB Accredited Laboratories.

The Austin Police Department Forensic Science Division will be required to continue participating in external proficiency testing and to agree for test results to be reviewed by the respective Proficiency Review Committees (PRCs) as outlined in the accreditation manual. In addition, each laboratory is expected to continue conducting annual audits and submitting Annual Accreditation Audit Reports (appendix 6 in the manual) to ASCLD/LAB within 60 days of the anniversary of accreditation each year.

The Austin Police Department Forensic Science Division will be invoiced for an annual accreditation fee near the end of each fiscal year. The fee is based on the size of your laboratory and the budget approved at the annual Delegate Assembly meeting.

An updated accreditation certificate will be provided to you in the near future. If you wish to hold an accreditation ceremony involving a Board member, please contact Executive Director Ralph Keaton to arrange and schedule the ceremony.

As the director of an accredited laboratory, you are a voting member of the Delegate Assembly. You are invited and encouraged to participate in the accreditation process and to exercise your vote on issues which are presented to the Delegate Assembly, either by mail ballot or at the annual meeting.

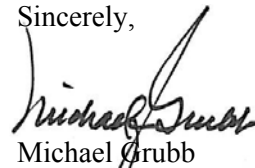
In the event that your laboratory wishes to use the ASCLD/LAB logo on its letterhead, website or other documents, you may submit a request detailing how you wish to use the logo. When your request is approved, you will be provided an electronic copy of the logo. If you have a laboratory website, you may have it linked from the ASCLD/LAB site by advising us concerning your site locator information.

If you have not submitted the post inspection evaluation form (Appendix 5 in the manual), I encourage you to do so. Feedback on the performance of inspection teams is critical to the continued improvement of the accreditation process.

On behalf of the Board, I extend my sincere congratulations to you and to all of the personnel of your laboratory. If you have any questions or if we might assist you in any way please feel free to get in touch with us.

My best wishes to you and your staff.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Grubb", written over a horizontal line.

Michael Grubb
Chair, Board of Directors

cc: ASCLD/LAB Board
Rodney Andrus, ASCLD/LAB Staff Inspector
Ralph M. Keaton, ASCLD/LAB Executive Director
Tracy Cheaney-Plummer, ASCLD/LAB Legacy Program Manager
Anthony Arnold, Austin PD Quality Manager

Attachments: Obligations of ASCLD/LAB Accredited Laboratories
Post Inspection Evaluation Form